Records Management and Declassification Agency

Office Symbols

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Office Symbols

History:

- Originally, office symbol policy was contained in AR 340-9, Office Symbols.

- AR 340-9 was rescinded in 1997 and construction procedures were incorporated into AR 25-1, Chapter 8.

- AR 25-59 was developed in Dec 04 and prescribes policies, procedures and responsibilities for the management and construction of office symbols.

Office Symbols

- ☐ Office Symbols are used to:

    - Identify the originators of correspondence; and,

    - Denote the placement of an organization within the Army structure for historical and records purposes.

- ☐ Properly constructed office symbols are necessary to obtain approved office records lists (ORLs) and fully utilize and accurately file records in the Army Records Information Management System (ARIMS).

Office Symbols

▫ Office Symbols are standardized, consisting of commonly used letter designations that are easily recognized.

▫ Examples:

- EACG – Commanding General, 8th U.S. Army

- EACS – Chief of Staff

- EACS-SG – Secretary of the General Staff

- EAMB-MK – U.S. Army Medical Materiel Center, Korea

▫ Only letters of the alphabet can be used.

Office Symbols

- ☐ RMDA is the approval authority for the HQ, 8th Army.

- ☐ RMDA offers assistance to all Army commands to ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment.

- ☐ All approved Army office symbols must be entered into the Army Addresses and Office Symbols Online (AAO) database: https://www.rmda.army.mil/AAO/Welcome.aspx

Office Symbols

EXAMPLE OF 8th ARMY OFFICE SYMBOLS					
HQ, 8th Army		**Directorate**	**Division**	**Branch**	**Office Symbols**
EACG	**Commanding General, 8th U.S. Army**				**EACG**
SUBORDINATE ACTIVITY					
EA	**Commander, HQ, USA KSC Bn**	**Personnel, S1 Division, HQ, USA KSC Bn**	**PMC, S1 Division, HQ, USA KSC Bn**		**EA**
	KS				**EAKS**
		-PE			**EAKS-PE**
			P		**EAKS-PEP**

Office Symbols

Acceptable Office Symbol construction:

EAXX-XX	EAKS-RM
EAXX-XXX	EAKS-RMM
EAXX-XXX-X	EAKS-RMM-X
EAXX-XXX-X	EAKS-RMM-X
EAXX-XXX-XX	EAKS-RMM-XX
EAXX-XXX-XXX	EAKS-RMM-XXX

Office Symbols

Bottom Line

Properly formatted office symbols are needed:

To ensure regulatory compliance, uniformity, and accurate reflection of organizational alignment. Office symbols are designed to reflect organizational structures and levels of command.

To identify the office of origin for correspondence.

To obtain approved office records lists (ORLs) and fully utilize and accurately file and access records in the Army Records Information Management System (ARIMS).

For standardization only letters of the alphabet are use in office symbols.

Office of the Administrative Assistant to the Secretary of the Army

Links:

https://www.rmda.army.mil/
http://www.apd.army.mil/
https://www.rmda.army.mil/AAO/Welcome.aspx

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